

# Kickapoo Tribe of Oklahoma



## NOTICE OF VACANCY

EMPLOYMENT: Supervisor

DEPARTMENT: Maintenance

STATUS: 1 Full-Time

DEADLINE: March 17, 2011 by close of business 5:00 PM

### JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Full-Time Supervisor for Maintenance. The Maintenance Supervisor shall be responsible for the complete oversight and supervision of the maintenance department. Qualified person must be able to perform a wide variety of job duties, have construction abilities and knowledge on small home repairs plumbing and electrical. He/she must have managerial experience and be able to work under stressful conditions as well as have the ability to have flexible work schedule to work evenings and weekends. The Supervisor will be responsible for the oversight of general cleaning and preservation to include but not limited to sweeping, mopping, waxing, and polishing floors, washing windows and walls, vacuuming and spot cleaning carpets, emptying and cleaning waste receptacles, cleaning and maintaining supplies of rest rooms, maintaining custodial supplies and equipment and notifies director concerning needs for major repairs and be able to perform general repairs as well as operating heavy machinery and other jobs as assigned by the director.

### MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent with 2 years related experience.
- (2) **Skills:** Must possess the ability work responsively with managerial experience with effective communication skills.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma  
Attn: Human Resource  
P.O. Box 70  
McLoud, OK 74851

or by fax: (405) 964-7046

**Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.**